

Memo

To: Interested Parties

From: Leah Zambernardi, Assistant Planning Director

Date: February 3, 2003

Re: Planning Department Change of Policy – Submission of ANR Plans

The City of Beverly Planning Department has changed its policy on submission requirements for ANR plans for Planning Board endorsement. Effective this date, applicants are required to submit ANR plans for review by the Planning Department Staff no less than five (5) business days prior to a Planning Board meeting. Also, it is beneficial to both Planning Staff and the applicant if a draft plan is submitted for review and comment prior to final submission of the plan.